

February 19, 2013

Registration and Title Bulletin # 003-13 Registration and Title System

TO: All County Tax Assessor-Collectors

SUBJECT: RTS Workstation Logoff/Restart Procedures

PURPOSE

To remind you of proper end-of-day workstation logoff/restart procedures, and to alert you that RTS is reverting back to the use of “Logoff” rather than “Switch User” when alternating between users at shared workstations.

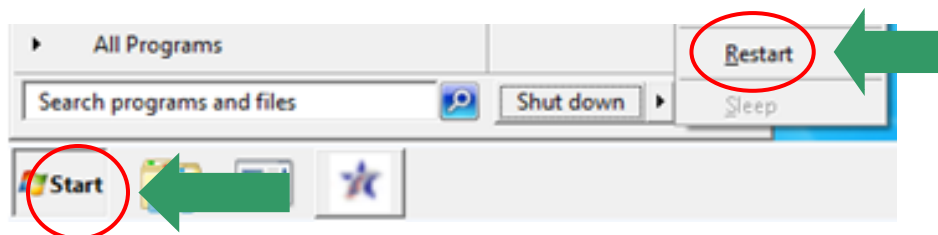
DETAILS

RTS workstations must be left powered on when not in use in order to receive system updates from TxDMV. The proper practice is to “Restart” the workstation, do not “Shut Down.” A workstation not in regular use should also remain powered on unless instructed otherwise by TxDMV.

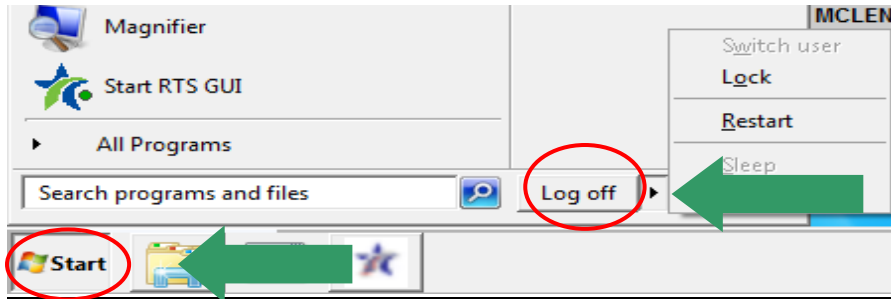
Users sharing a workstation where logins are alternated among two or more employees will now use “Logoff” rather than “Switch User.” After selecting “Logoff,” RTS will close when the user’s session is closed, eliminating the need for the previous user to restart RTS manually. The “Logoff” change will be in effect on the morning of February 20, 2013.

COUNTY ACTION

“Restart” rather than “Shutdown” each RTS workstation at the end of the workday. Always keep each workstation powered on, even when not in use, unless instructed otherwise by TxDMV.



Starting February 20, 2013, use “Logoff” rather than “Switch User” when alternating between users on shared workstations.



CONTACT

If you have any questions, please contact your local TxDMV Regional Service Center.

Sincerely,

A handwritten signature in blue ink that reads "Randy Elliston".

Randy Elliston, Director
Vehicle Titles and Registration Division